

2011 VET Teacher Training Entertainment Application Form

(Please read the "Entertainment Application Guidelines" before completing this form)

Applicant's photograph
Please attach a recent passport size photo which shows a full front view of your head and shoulders. If your photo is larger than indicated, please trim to size. Please sign reverse of photograph before attaching.

1. APPLICANT DETAILS

DET ID number

Title First Name Last Name

Residential address

Postcode

Home phone Mobile phone

Email (your @det.nsw.edu.au email is preferred)

Note: Training and event information is emailed directly to the teacher.

2. CURRENT POSITION

Employment status in the NSW Department of Education and Training

- ☐ Permanent full-time ☐ Above Establishment
☐ Permanent part-time ☐ Temporary
☐ LWOP (permanent only) ☐ Casual

3. TEACHING PROFILE

Name of school School code

Principal's name

Title First name Surname

School address

School phone School fax

Regional Vocational Education Consultant (RVEC) Region

4. SUBJECT INFORMATION

Please list the subjects for which you have DET accreditation to teach (this information is available on the DET Portal in Employee Self Service - ESS):

Subject code	Subject name	No. years taught
Eg. ITW	Industrial Technology - Wood	8
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

OTHER subjects you have taught in the last FIVE (5) years

Subject code	Subject name	No. years taught
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. KEY LEARNING AREA/S (KLA'S)

- ☐ TAS ☐ English
☐ HSIE ☐ PDHPE
☐ Science ☐ LOTE
☐ Maths ☐ Creative Arts
☐ Primary Education ☐ Special Education

6. REASON FOR TRAINING

- ☐ Additional classes
☐ Introduce new course (extend school curriculum)
☐ Other reason:
☐ Replacement (Complete Section 6 below)

List all classes in Entertainment for 2011 at your school

Classes (Year 11)	No. of students	Classes (Year 12)	No. of students
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List all teachers trained in Entertainment (✓Indicate if Head Teacher)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

7. FOR REPLACEMENT APPLICANTS ONLY

Who is being replaced?

Why is replacement necessary? (eg. extended leave, transfer, etc.)

If replacement is the result of a transfer, to which school has the trained teacher transferred?

8. APPLICATION FOR ENTRY OR EXEMPTION

This section is only to be completed by the applicant if applying for exemption from components of the training program (please tick appropriate box/s AND provide relevant evidence).

- ☐ Industry Specific Training
(Include current training package qualifications and transcripts)
- ☐ Senior First Aid
(Include copy of current qualification)
- ☐ Certificate IV Training & Assessment (TAE40110/TAA40104)
OR Cert IV Assessment in Workplace Training (BSZ40198)

NOTE: The Methodology Orientation is a MANDATORY component of training. Exemption from this component will not be granted even if you are accredited in another framework area.

9. FUNDING SOURCE FOR TRAINING

✓	Funding Source (please indicate by selecting one box only)	Signature of Approval School Principal	Signature of Approval for RVEC Funding Source RTO or Self (where applicable)
	1. Replacement (Semester 1 ONLY) The school supports the training of the applicant.	Signature of School Principal	Signature of RVEC
	2. Allocation (Semester 2 ONLY) The school supports the training of the applicant.	Signature of School Principal	Signature of RVEC
	3a. RTO The RTO agrees to meet the costs associated with training.	Signature of School Principal	3b. RTO The school supports the training of the applicant.
	4. School The School agrees to meet the costs associated with training.	Signature of School Principal	Signature of RVEC
	5a. Self For casuals engaged in temporary positions. The school supports the training of the applicant.	Signature of School Principal	5b. Self I agree to meet the costs associated with training.
			Signature of Applicant

10. DECLARATION BY PRINCIPAL

- The information on the attached teacher profile is correct.
- The school understands the nature and extent of the VET teacher training program and agrees to support and release the teacher to complete the training requirements.
- The school is aware of and able to meet the syllabus and resource requirements of this course.
- Selected funding source must be accompanied by appropriate signatures.

Signature of Principal	Date

Privacy Notice

The information provided by the applicant is being obtained for the purpose of the administration of the 2011 VET Teacher Training Program by the NSW Department of Education and Training. It will be used by the NSW Department of Education and Training for consideration of the applicant's admission to the Program and ongoing participation in the Program.

Other persons and/or agencies that will or may be provided with this information are other education authorities in both the public and private sector. Reasons for the collection and disclosure of information are for the purposes of consideration of the applicant's application to participate in the Program, the applicant's participation in the Program and other purposes relevant to the proper and prudent management of the NSW Department of Education and Training's VET Teaching Training Program.

The information is provided as part of the applicant's applying voluntarily to participate in VET Teacher Training. The information will be stored securely.

The applicant may correct any *personal information* provided at any time by contacting VET Teacher Training on 02 9244 5141.

11. DECLARATION BY APPLICANT

I understand that if offered a position in the 2011 VET Teacher Training Program, I will be obliged to sign an ACCEPTANCE OF VET TEACHER TRAINING, stating that I:

- have read the relevant VET Teacher Training information concerning the training program for the Entertainment industry curriculum framework,
- am aware that unless otherwise advised, I will be required to attend all components of the training program, and
- understand that training may be held at venues which may require travel. In some circumstances, overnight accommodation may be required.

All costs associated with participation in the training program will be met from the funding source outlined above. I am aware that all components of this training program will need to be completed within **SIX MONTHS** of commencing training. Failure to complete training within this timeframe may result in the withdrawal from training, incurring additional costs to my school or region, and could jeopardise student accreditation.

I certify that the information I have provided on this form is accurate and complete. In applying, I acknowledge that personal information about me will be provided to the NSW Department of Education and Training (DET) and that in the interest of proper and prudent management of its training program, the DET may liaise with and share information about me with other education authorities in both the public and private sectors.

Statement of understanding:

I have

- Completed **all** sections of this application form.
- Attached **copies** of supporting evidence including my university academic transcript.

Signature of Applicant	Date

12. ACADEMIC QUALIFICATIONS

QUALIFICATIONS & INSTITUTION	DATE COMPLETED	COPY ATTACHED
<i>Example:</i> Certificate III in Information Technology (Software Applications) ICA30105 TAFE Sydney Institute – Ultimo College	December 2007	Yes
1.		
2.		
3.		
4.		

13. OVERVIEW OF OTHER EDUCATION AND TRAINING RELEVANT TO YOUR APPLICATION

INSTITUTION	COURSE NAME	AWARD	DATE COMPLETED	COPY ATTACHED
<i>Example:</i> Australian Institute of Music (AIM)	Music (Audio Technology)	Graduate Certificate	December 2006	Yes
1.				
2.				
3.				
4.				
5.				

14. RELEVANT EMPLOYMENT / INDUSTRY EXPERIENCE

Please provide information about employment or work related to your application. Please list experience chronologically, starting with your most recent employment. Relate to the syllabus wherever possible.

Please refer to the application guidelines before completing this section. Please provide information about employment or work related to your application. Please list experience **chronologically**, starting with your **most recent** employment.

EMPLOYER DETAILS	TYPE OF WORK	TYPE OF EMPLOYMENT	DATES OF EMPLOYMENT
Attach validated evidence of your experience	Attach validated evidence of your experience (Eg: job description).		P/T or Casual work - specify <u>total</u> time and/or frequency Eg. Hours per week
Company: _____ Address: _____ Supervisor: _____ Phone: _____	_____ _____ _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/> Voluntary	From: _____ To: _____
Company: _____ Address: _____ Supervisor: _____ Phone: _____	_____ _____ _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/> Voluntary	From: _____ To: _____
Company: _____ Address: _____ Supervisor: _____ Phone: _____	_____ _____ _____	<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/> Voluntary	From: _____ To: _____

SECTION 15: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM

The 240 hour Entertainment course includes **eleven** compulsory units (140 hrs) and an additional 100 hours of elective units. The units covered in the training programs are listed in the table below.

NOTE: Units marked with an asterisk (*) have already been awarded to teachers through RPL.

The teachers are awarded the following units through the training program:

UNIT CODE COMPULSORY UNITS	UNIT TITLE
BSBCM201A	Communicate in the workplace
BSBOHS201A	Participate in OHS processes
CUEAUD06B	Apply a general knowledge of vision systems to work activities
CUECOR01C	<i>*Manage own work and learning</i>
CUECOR02C	<i>*Work with others</i>
CUECOR03B	Provide quality service to customers
CUECOR04B	<i>*Deal with conflict and resolve complaints</i>
CUEIND01C	Source and apply entertainment industry knowledge
CUESOU07B	Apply a general knowledge of audio to work activities
CUESTA05C	Apply a general knowledge of staging to work activities
CUFLGT101A	Apply a general knowledge of lighting to work activities

UNIT CODE ELECTIVES UNITS	UNIT TITLE (TECHNICAL GENERAL)
HLTFA301B	Apply first aid – (Completion of Senior First Aid Certificate at time of Orientation)
BSBDIV301A	<i>*Work effectively with diversity</i>
CUESTA02C	Operate staging elements
CUETGE05C	Maintain physical production elements
CUETGE15B	Handle physical elements safely during bump in/bump out
MEM18001C	Use hand tools

To assist in identifying your existing qualifications and experience you are required to map your experience and/or qualifications to each of the following units of competency and provide appropriate evidence. You should include reference to any recent industry specific experience or qualifications you may have.

The term “**recent**” refers to within the last **five years**. This may include:

- **Formal training** through a registered training organisation (validated by transcripts, certificates)
- **Employment** in the industry (duties should be verified by letters from employers, community organisations)
- **Experience** from extra-curricular school activities, public performances etc, (activities and role should be verified by letter from school principal)
- **Other experience** or **skills** relevant to this nomination. (Verified by appropriate person).

SECTION 16: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM *(continued)*

Supporting evidence **MUST** be provided on the following pages, mapped to the relevant unit of competency. All tables **MUST** be completed.

NOTE: You do not need to supply evidence for the following core and elective units, however; the unit “Source and apply entertainment industry knowledge” should highlight your experience in these units in an industry context.

CUECOR01C	<i>*Manage own work and learning</i>
CUECOR02C	<i>*Work with others</i>
CUECOR04B	<i>*Deal with conflict and resolve complaints</i>
BSBDIV301A	<i>*Work effectively with diversity</i>

You will need to refer to the BOS Syllabus documents Part A & B when completing the mapping of your qualifications and experience against the units of competency. Part B of the syllabus document can be found at:

http://www.boardofstudies.nsw.edu.au/syllabus_hsc/entertainment-2009-partb.html

See example below:

Unit and title of Competency	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience (E.g. copy of certificates, letters from theatre managers etc...)
CUFLGT101A: Apply a general knowledge of lighting to work activities	Member of the Sydney Amateur Theatre Company. Undertook the following on several productions: <ul style="list-style-type: none"> • Rigged all lights • Used multi track recording, both digital and analogue • Used digital lighting desk School based productions: <ul style="list-style-type: none"> • Rigged all lights • Used digital and analogue projectors for backdrops • Set up the P.A. system including equalisers, amplifiers, power amps and speakers. 	- Letter from president of SATC (J. Smith) attached. - Letter from school principal attached.

SECTION 17A: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM *(continued)*

NOTE: To gain entry to the training program, you will need to provide evidence of your experience in certain performance criteria from the core units of competency, highlighted in the table below.

Please expand the tables for additional content below this point if required.

Unit and title of Competency (Compulsory Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
CUEIND01C Source and apply entertainment industry knowledge 1. Source and apply information on the structure and operation of the entertainment industry 2. Source and apply knowledge of industry employment obligations and opportunities 3. Seek information on new technology 4. Seek opportunities to update industry knowledge		
BSBOHS201A Participate in OHS processes 1.1 Follow established safety procedures when conducting work 2.2 Identify existing and potential hazards in the workplace, report to the appropriate personnel and document 2.4 Report emergency incidents and injuries to designated persons 3.1 Contribute to workplace meetings, inspections or other consultative activities 3.3 Take actions to eliminate workplace hazards or to reduce risks 4.2 Follow organisational procedures for responding to emergency incidents		

Unit and title of Competency (Compulsory Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
CUESTA05C Apply a general knowledge of staging to work activities 1.3 Mark out stage accurately in accordance with stage plan and directions from supervisor. 1.4 Liaise with other production personnel to ensure timing of staging installation is appropriate in relation to other production requirements. 2.1 Lay up floor in accordance with stage plan and directions from supervisor. 2.2 Move and assemble set pieces in accordance with stage plan and directions from supervisor. 2.3 Follow appropriate safety procedures when laying floor and positioning set pieces.		
CUFLGT101A - Apply a general knowledge of lighting to work activities 1.1 Confirm work requirements with relevant personnel with reference to designated lighting plans. 1.2 Correctly identify appropriate rigging and positioning points for lights and lighting equipment . 1.3 Correctly identify cables and connectors used with different lighting components. 1.4 Identify and sort lighting equipment and accessories in preparation for set up, ensuring appropriate handling and taking account of equipment differences. 2.1 Correctly use a lighting desk to bring up channels for focusing and adjustment. 2.2 Correctly and safely power up dimmers and set up patch system .		

Unit and title of Competency (Compulsory Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
CUESOU07B Apply a general knowledge of audio to work activities 1.3 Correctly identify cables used to connect different audio components. 1.4 Correctly identify and sort equipment and <i>accessories</i> in preparation for set-up, ensuring appropriate handling and taking account of <i>equipment differences</i> . 2.1 Correctly connect, disconnect and position audio system cables, including microphone, speaker, multicore and power feeds, in accordance with supervisor's instructions and safety requirements. 2.2 Wire the audio system in correct sequence and confirm with supervisor. 2.3 Set <i>start up</i> and operating settings in <i>correct sequence</i> and correctly use features of audio desk in accordance with instructions.		
CUEAUD06B Apply a general knowledge of vision systems to work activities 1.3 Correctly identify cables used to connect components. 1.4 Correctly identify and sort <i>equipment</i> in preparation for set up. 2.2 Complete cabling of equipment according to supervisor's instructions and safety requirements. 2.3 Finalise set-up tasks according to supervisor's instructions and safety requirements, and test operation.		
BSBCMM201A Communicate in the workplace 1.3 Use effective listening and speaking skills in <i>verbal communication</i> 2.1 Present <i>written information</i> and ideas in clear concise language to ensure the intended meaning of correspondence is understood by the recipient 3.3 Use communication to develop and maintain positive relationships, mutual trust and confidence		

Unit and title of Competency (Compulsory Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
CUECOR03B Provide quality service to customers 1.1 Conduct communication with <i>customers</i> in a polite, professional and friendly manner 1.6 Use active listening and questioning to facilitate effective two-way communication 1.7 Identify potential and existing conflicts and seek solutions in conjunction with parties involved 3.1 Identify customer needs and special needs		

SECTION 17B: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM *(continued)*

NOTE: To gain entry to the training program, you will need to provide evidence of your experience in certain performance criteria from the core units of competency, highlighted in the table below.

Please expand the tables for additional content below this point if required.

Unit and title of Competency (Elective Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
HLTFA301B Apply first aid	Do you have a <i>current</i> Senior First Aid Certificate? OR a transcript with two units of competency (HLTA301B – Apply First Aid and HLTCPR201A – Perform CPR) Yes <input type="checkbox"/> No <input type="checkbox"/>	If "yes" please attach a copy to this application.
CUESTA02C Operate staging elements 1.2 Plot, rehearse and execute cues 1.4 Document modifications 1.6 Run checks on all operable set elements 1.7 Execute scene changes correctly on cue 3.2 Identify faults, and repair or report them		
CUETGE05C Maintain physical production elements 1.2 Identify dirty or damaged items 1.4 Clean physical elements using appropriate cleaning agents 2.1 Complete minor repairs and maintenance 2.5 Refer specialist repairs to an appropriate colleague		
CUETGE15B Handle physical elements safely during bump in/bump out 1.2 Pack physical elements safely using appropriate techniques and materials		

Unit and title of Competency (Elective Units)	Describe your school or Industry based experience related to this unit of competency	List documents attached supporting your claim of experience
2.2 Use safe manual handling techniques throughout the loading/unloading process 2.4 Identify hazardous items and load these in a manner which minimizes health and safety risk		
MEM18001C Use hand tools 1. Select appropriate hand tools for the job 2. Use hand tools to produce the desired outcome – finish, tension, size, shape 3. Adhere to safety requirements 4. Identify repairs required 5. Undertake routine check of tools 6. Store tools safely in appropriate location		

**YOUR APPLICATION MUST BE APPROVED BY
BY YOUR SCHOOL PRINCIPAL AND THE REGIONAL OFFICE**

SECTION 18A: APPLICANT CHECKLIST AND SIGNATURE

In submitting your application, please ensure that you have:

- ☐ completed the Applicant Information section
- ☐ completed the appropriate elements of Section 10
- ☐ attached copies of all supporting evidence

Teacher Signature:

Date:

SECTION 18B: SCHOOL/PRINCIPAL DECLARATION AND COMMENT

1. The information provided in this application is correct to the best of my knowledge.
2. The school is aware of and able to meet the syllabus and resource requirements of this course.

Comment:

Principal Name:

Signature:

Date:

**Forward to your Regional Vocational Educational Consultant (RVEC) for final approval.*

SECTION 18C: RTO DECLARATION AND COMMENT

The RTO and school have discussed all options for course delivery. Both parties are committed to the implementation of the Entertainment Industry Curriculum Framework.

Comment:

Name:

Position:

Signature:

Date:

*Please Note: This application will NOT be processed unless the
Applicant, Principal and RTO sections have been signed.*

VET ENTERTAINMENT INDUSTRY APPLICATION GUIDELINES

CERTIFICATE III Live Production, Theatre & Events (Technical Operations)

Delivered at The National Institute of Dramatic Art (NIDA) on behalf of the NSW Department of Education & Training, Catholic Education Commission and the Association of Independent Schools

The Certificate III Live Production, Theatre & Events (Technical Operations) program for HSC Entertainment Industry Teachers was developed by the school sectors and NIDA to ensure that Entertainment Industry teachers across NSW are consistently trained.

The course is an upskilling program run over nine days.

When applying for a place on Certificate III Live Production, Theatre & Events (Technical Operations) RTO managers, sector office personnel and applicants need to bear in mind the following requirements:

1. Applicants must be able to demonstrate knowledge and experience in three out of the four core areas:

- **Audio:** understanding of connecting the system, cables, speakers, PA, microphones, and basic operation of an audio console
- **Lighting:** understanding lantern types, cabling, rigging, patching and basic operation of a digital Lighting console
- **Staging:** knowledge of basic stage terminology and scenic elements, understanding marking up the stage and scene changes
- **Vision** knowledge and understanding of connectors and signal chain, meaning and use of electrical measurements, familiarity with major types of AV equipment, e.g. projectors (NB. This is the most technical subject in the course)

Knowledge and experience can be demonstrated by providing evidence of attendance at a training course attended within the last 5 years, through completion of unit/s from a Registered Training Organisation, or via evidence of work undertaken at either professional or amateur level.

2. Participants need to have had at least *one* industry production experience in a technical role. Involvement with amateur theatre is recognised. Other types of organisations or venues could be local theatres, semi-professional groups, and arts centres with performance spaces or professional theatres. Participants need to be able to demonstrate evidence of this in their application (e.g. a supporting letter from a supervisor at the venue or company detailing the activities of a role undertaken there. Additional evidence could be a personal log book showing what activities an applicant undertook during the placement or professional role.

3. Other technical roles can be school based. Appropriate evidence could include a letter from the technical manager, senior colleague or the Principal detailing the work an applicant has undertaken on a school production or within the school and a copy of a program showing which role(s) an applicant undertook on a production. Additional evidence could include a personal log book showing what activities an applicant undertook during the placement or professional role.

4. Candidates identified as meeting the most minimal level for entry will be invited to attend a one-day introductory workshop at NIDA prior to commencement of the main program.

NOTES

Vision encompasses the understanding and setting up of AV systems using correct cabling – e.g. DVDs, video recorders, monitors, LCD projectors etc.

Staging experience can include backstage crewing, set building or stage management.

While directing and acting experience are useful in gaining an overall knowledge of the industry, evidence of these types of roles included on an application cannot be considered in place of the core technical areas of lighting, audio, vision and staging. The qualification's focus is technical operation.

If an application does not show sufficient evidence of the above requirements, it will be returned to the Sector manager with relevant feedback.

If a potential participant needs to upskill in any of the areas, we suggest undertaking a short course or a work placement at a local venue before applying for the Certificate III Live Production, Theatre & Events (Technical Operations).

ASSESSMENT

NIDA VET courses use competency based assessment. Competency based training and assessment means that participants are not just asked to read and write about an area that they are training in, but need to demonstrate that they actually have the knowledge and abilities to perform the job at industry standard. Some assignments and assessments are based on traditional written reports, exercises or tests but most assessments for VET courses at NIDA require participants to demonstrate their ability to perform practical tasks. Assessment is determined by Entertainment Industry standards and practices.

During the Teacher training program for Certificate III in Live Production, Theatre & Events (Technical Operations), assessment is conducted in an on-going, holistic way. Practical tasks undertaken by participants during the training sessions will be used to assess their capability in relation to the performance criteria from the units of competency. A list of the units of competency which make up this program is available on the application form for Teacher training and during Orientation. The performance criteria and lesson plans are available on the first day of the course.

Due to the holistic nature of the training and assessment, it is important that participants attend all sessions.